Southern Cross University
A new way to think

Government Information (Public Access) Act 2009 Access Application Form

Please complete this form to apply for formal access to government information pursuant to section 41 of the *Government Information (Public Access) Act 2009* (*GIPA Act*). If you need help in filling out this form, please contact the Right to Information Officer on (02) 6620 3465 or visit our website at: http://www.scu.edu.au/legal

Your details

Surname: .....**Title**:……...

Other names: .....

Postal address: ..... **Postcode**: .....

Day time telephone: ..... **Facsimile**: .....

Email: .....

Acknowledgements

☐ I agree to receive correspondence at the above email address.

☐ I understand that my 'personal information' is being collected for a request for access to information. My 'personal information' held by SCU may be disclosed inside and outside NSW to process and administer my application.

☐ I agree to the release of my name and the reason why I am making this application, to any other (third) parties SCU needs to consult as part of my application. I understand that my refusal could affect the outcome of my application.

Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:

☐ Australian driver's licence
with photograph, signature and current address

☐ Current Australian passport

☐ Other proof of signature and current address details

Government information

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

☐ Student seeking access to own file.

☐ Staff member seeking access to own file.

☐ Other, please describe below:

.....

.....

.....

.....

.....

Are you seeking personal information? **Yes** ☐ **No** ☐

Form of access

How do you wish to access the information?

☐ View the document(s) ☐ A copy of the document(s)

☐ Access in another way (please specify)

.....

.....

Application Fee

I attach payment of the **$30 application fee** by ☐ cheque ☐ money order made out to Southern Cross University (please DO NOT send cash by post).

Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes** ☐ **No** ☐

Discount in processing charges

I understand that I may be asked to pay a charge for processing the application ($30/hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

☐ Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

☐ Special benefit to the public – please specify why below:

.....

.....

☐ Waiver of charge for personal information application (20 hours)

Signature

Applicant's signature:……Date:……

Please post this form to:

Right to Information Officer
SCU Legal Office
Southern Cross University
PO Box 157
LISMORE NSW 2480

This Access Application will be determined within 20 working days from the date it is received by the Right to Information Officer unless an extension of time applies, in which case you will be duly notified.